

**A RESOLUTION BY
CITY UTILITIES COMMITTEE**

05-R -0571

A RESOLUTION AUTHORIZING THE MAYOR OR DESIGNEE TO ISSUE A NOTICE-TO- PROCEED WITH ATLANTA SERVICES GROUP, A JOINT VENTURE, FOR FC-7619-03B, ANNUAL CONTRACT FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR THE PRODUCTION OF THE PUBLIC WORKS 2004 ANNUAL REPORT, ON BEHALF OF THE DEPARTMENT OF PUBLIC WORKS IN AN AMOUNT NOT TO EXCEED TWENTY THOUSAND DOLLARS (\$20,000.00). ALL CONTRACTED WORK SHALL BE CHARGED TO AND PAID FROM FUND ACCOUNT AND CENTER NUMBER: 1AO1 524001 M61001 (GENERAL FUND CONSULTANT/PROF. SERVICES OFFICE OF TRANSPORTATION, ADMINISTRATION).

WHEREAS, the City of Atlanta (the "City") did enter into FC-7619-03B, Annual Contract for Annual Contract for Architectural and Engineering Services; and

WHEREAS, the Commissioner of the Department of Public Works requires Architectural and Engineering Services for the production of the Public Works 2004 Annual Report in the amount not to exceed Twenty Thousand Dollars (\$20,000.00); and

WHEREAS, the Commissioner of the Department of Public Works and the Chief Procurement Officer for the Department of Procurement have recommended Atlanta Services Group, a Joint Venture, to provide Architectural and Engineering Services for the production of the Public Works 2004 Annual Report.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF ATLANTA, GEORGIA, that the Mayor be and is hereby authorized to approve a notice-to-proceed with Atlanta Services Group, a Joint Venture, for FC-7619-03B, Annual Contract for Architectural and Engineering Services; in the amount not to exceed Twenty Thousand Dollars (\$20,000.00).

BE IT FURTHER RESOLVED, that the Chief Procurement Officer be and is hereby directed to prepare an appropriate agreement for execution by the Mayor to be approved by the City of Atlanta as to form.

BE IT FURTHER RESOLVED, that this notice-to-proceed should not become binding on the City, and the City shall incur no liability upon same until such contract has been executed by the Mayor and delivered to the contracting party.

BE IT FINALLY RESOLVED, that all services for said notice-to-proceed shall be charged to and paid from fund account and center number: 1AO1 524001 M61001 (GENERAL FUND CONSULTANT/PROF. SERVICES OFFICE OF TRANSPORTATION, ADMINISTRATION).

03/14/05 DOP (ADS)

**DEPARTMENT OF PROCUREMENT
LEGISLATION SUMMARY**

TO: CITY UTILITIES COMMITTEE

CAPTION

A RESOLUTION AUTHORIZING THE MAYOR OR DESIGNEE TO ISSUE A NOTICE-TO- PROCEED WITH ATLANTA SERVICES GROUP, A JOINT VENTURE, FOR FC-7619-03B, ANNUAL CONTRACT FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR THE PRODUCTION OF THE PUBLIC WORKS 2004 ANNUAL REPORT, ON BEHALF OF THE DEPARTMENT OF PUBLIC WORKS IN AN AMOUNT NOT TO EXCEED TWENTY THOUSAND DOLLARS (\$20,000.00). ALL CONTRACTED WORK SHALL BE CHARGED TO AND PAID FROM FUND ACCOUNT AND CENTER NUMBER: 1AO1 524001 M61001 (GENERAL FUND CONSULTANT/PROF. SERVICES OFFICE OF TRANSPORTATION, ADMINISTRATION).

**REQUESTING
DEPARTMENT:**

Department of Public Works

CONTRACT TYPE:

Professional Services

AWARDEES:

- (1) CH2M Hill/Williams-Russell and Johnson
- (2) Atlanta Services Group
- (3) JP2 (Jacobs, Prad, PBS&J)
- (4) Shaw/ Aim, Joint Venture
- (5) Metcalf & Eddy/Cardozo Engineering, Joint Venture
- (6) Arcadis/Brindley Pieters & Associates, Joint Venture

**SOURCE
SELECTION:**

RFP

PROPOSALS DUE:

January 7, 2004

INVITATIONS MAILED:

146

**PROPOSALS
RECEIVED:**

12

PROPONENTS:

Arcadis/BPA-(Brindley Pieters & Associates) – Joint Venture

Atlanta Architects & Engineers, Joint Venture

Atlanta Services Group, a Joint Venture

Infrastructure Partners-Joint Venture (B & E Jackson/HDR/Malcom Pirnie)

Brown and Caldwell/Deloan Hampton & Associates/Long Engineering Inc. - Joint Venture

CH2M Hill/Williams-Russell and Johnson – Joint Venture

Earthtech/IMCo Joint Venture

HTL - Harrington, Tetra Tech & Lowe-Joint Venture

JP² (Jacobs, Prad, PBS&J) – Joint Venture

Metcalf & Eddy/Cardozo Engineering-Joint Venture

Parsons Brinckerhoff & Khafra-Joint Venture

Shaw Environmental Inc./AIM Partners, PLC- JV

BACKGROUND:

THE DEPARTMENT OF PUBLIC WORKS HAS REQUESTED AN ESTIMATE FROM ATLANTA SERVICES GROUP, A JOINT VENTURE TO PRODUCE ITS FISCAL YEAR 2004 ANNUAL REPORT. SERVICES WILL INCLUDE DEVELOPING THE CONCEPT; DIRECTING CUSTOM PHOTOGRAPHY AND SELECTING STOCK PHOTOGRAPHY; REVIEWING, EDITING AND ARRANGING COMPLETED RAW COPY; DESIGNING THE REPORT; DEVELOPING ALL GRAPHS AND TABLES; PROVIDING PRINT SUPERVISION AND MAILING SERVICES.

EVALUATION TEAM COMPOSITION:

DPRCA, DWM, DPW, DPCD, OGA, OCC and Risk Management

PROJECT PARTICIPATION:

SL King/EDT/JJ&G d/b/a Atlanta Services Group, a JV (15 pts.)

SL King & Associates	AABE 33%
J.W. Robinson & Associates, Inc.	AABE 4%
AJA Management & Technical Services, Inc.	AABE 1%
Becaf Consulting, Inc.	AABE 1%
Cost Services Group, Inc.	FBE 2%
Edwards-Pitman Environmental, Inc.	FBE 2%
Malvada Consulting Group, Inc.	FBE 1%
McKenzie MacGregor Engineering, Inc.	FBE 4%
Moonshowers ROW Services, Inc.	FBE 2%
National Graphics Imaging, Inc.	FBE 1%
Street Smarts, Inc.	FBE 1%
Transportation System Design, Inc.	FBE 4%
<u>Willmer Engineering, Inc.</u>	<u>FBE 3%</u>
Participation Total	59%



CITY OF ATLANTA

SHIRLEY FRANKLIN
MAYOR

55 TRINITY AVE., SW, ATLANTA, GEORGIA 30303-0324
SUITE 4700, CITY HALL - SOUTH
(404) 330-6240
FAX (404) 658-7552
email: publicworks@atlantaga.gov

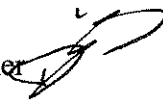
DEPARTMENT OF PUBLIC WORKS

David E. Scott, P.E.
Commissioner

MEMORANDUM FOR: PROCESSING OF TASK ORDER

DATE: March 2, 2005

TO: Adam L. Smith, Chief Procurement Officer
Department of Procurement

FROM: David E. Scott, P.E, Commissioner
Department of Public Works 

SUB: Task Order #5 to: FC-7619-03B - Annual Contract for: Architectural and Engineering Services
Contractor: Atlanta Services Group

CITY OF ATLANTA
DEPT. OF PROCUREMENT
2005 MAR -3 11:10 AM

A. DESCRIPTION OF TASK ORDER

The Department of Public Works (DPW) requests the processing (Legislation Preparation and NTP) of Task Order #5 of Contract No. FC-7619-03B for the following "Scope of Work" – **The provision of the Department's 2004 Annual Report, as described in the attached.**

B. NEED FOR TASK ORDER

This Task Order is required, as the end product (Annual Report) will provide a means to describe and review to/with stakeholders, the progress of the goals and objectives set by the Department in 2004, as well as assist the Department with the vision for goals and objectives for 2005.

C. TASK ORDER FEE

The total project fee amount is \$20,000. Attached is the Cost Proposal.

D. PERFORMANCE INFORMATION

The contractor has performed satisfactorily in previous Task.

If additional information is needed, please feel free to contact Sharon Gardner at Ext. 6578.

DES/sg

Attachments:

1. Scope of Work
2. Cost Proposal
3. Requisition

cc: **Pamela Wilson, Department of Public Works - Contact**
Althea Smith, Department of Public Works
Anthony Stanley, Department of Procurement
Sharon Gardner, Department of Public Works / File



CITY OF ATLANTA

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MAYOR

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FAX (404) 658-7552
email: publicworks@atlanta.gov

DEPARTMENT OF PUBLIC WORKS

David E. Scott, P.E.
Commissioner

February 8, 2005

Stan. L. King, P.E.
Atlanta Services Group
South Tower, 225
Peachtree Street, Suite 1600
Atlanta, GA
P-(404) 524-5800
F-(404) 584-1799
Via email slking@slking.com

RE: Contract FC-7619-03B Annual Contract for Architectural and Engineering Services
Request for Task Order/Scope Proposal and Cost Proposal
(Request for Task to be done by your Subcontractor: Jordan, Jones and Goulding)
Name of Project: Annual Report Project

Dear Mr. King,

The Department of Public Works requests a proposal for the Task in accordance with the Scope of Work, as indicated below. In addition, we also request your cost proposal to be compliant with Exhibit C, Compensation of your Contract.

Scope of Work for Annual Report Project

Using data provided by the Department of Public Works, contractor will plan, arrange, edit, design and publish the DPW 2004 Annual Report, and help facilitate the public release of the report. Here are some specific deliverables:

- Suggest an exciting and visually appealing style and design for annual report, using sample corporate reports provided by DPW
- Create an innovative, tone, design and layout
- Review, edit, and arrange raw copy for annual report
- Obtain professional stock photos and clip art for use in report
- Take original photos of DPW workers on the job for use in the report
- Review currently existing stock photos from DPW to determine suitability for annual report
- Create charts, graphs and other visuals for report
- Frame a campaign or event to publicly release the report
- Provide distribution and mailing to selected audience

The tentative completion date is April 8, 2005

Please provide via fax at (404) 658-7552 – Attn: Pamela Wilson, your proposal with cost proposal from the above requested subcontractor, Jordan, Jones and Goulding as soon as possible.

Sincerely,

Pamela Wilson
Public Information Officer
Department of Public Work



Project Management Office: 1705 Enterprise Way, Suite 200, Marietta, GA 30067
770-988-0400 (Main) 770-988-0300 (Fax)

February 16, 2005

Ms. Pamela Wilson
Public Information Officer
City of Atlanta
Department of Public Works
55 Trinity Avenue, SW
Suite 4700
Atlanta, Georgia 30303-3531

Dear Ms. Wilson:

Atlanta Services Group (ASG) is pleased to provide this revised proposal for support in production of the Public Works Department's 2004 Annual Report. This proposal was prepared based on your Request for Task Order/Scope Proposal and Cost Proposal of February 8, 2005.

Project Understanding

The City of Atlanta Department of Public Works (Department) has requested an estimate from ASG to produce its fiscal year 2004 annual report. Service in this scope include developing the concept; directing custom photography and selecting stock photography; reviewing, editing and arranging completed raw copy; designing the report; developing all graphs and tables; providing print supervision and mailing services. A line-item cost has been provided for using ASG's printer to produce the report. The Department has also requested the design of materials to support the launch of the annual report at a press conference or similar event. The scope of services associated with these activities are detailed below. A cost breakdown is provided in Table 1.

Scope of Services

Concept Meeting: ASG will conduct a meeting with the Department to concept the theme for the annual report and gather any existing stock photography. Following the concept meeting, ASG will refine the raw meeting notes into a cohesive concept.

Copy Editing: ASG will review, edit, and arrange completed raw copy and completed financial information provided by the Department. ASG's project manager will communicate with a single point of contact within the Department to ensure the efficient and accurate transfer of information.



Photography: ASG has developed a budget for using stock photography. Custom photography is not included in this proposal.

Design & Layout: ASG will design an innovative and appealing sketch for the report layout. The design will feature the use of photography and graphics to effectively illustrate the three aspects of the Department as well as highlight its leadership. Graphs and tables will be designed to integrate the financial information into the overall design in a clear and effective manner. The design budget specifically allows for no more than two (2) review meetings and no more than two (2) rounds of editing before providing the final layout.

Print Supervision: ASG will provide printing supervision at the printer to ensure that the annual report is printed to the specifications of the Department.

Printing: ASG's print vendor has provided a cost to print the annual report. This estimate assumes an 8 x 11" saddle stitched document with two (2) scenarios for page length. The final design specifications of the annual report as determined by the Department could affect the cost of printing. We have set the printing cost as a separate line item in Table 1.

The printing cost assumes 2,000 copies of a 20-page document, 8 x 11", 4 color/4 color plus 2 spot varnishes front and back. Paper will be 100# cover weight matte stock for cover, 100# text weight matte stock for interior. Any changes beyond this approach could necessitate a change in cost.


Mailing Services: ASG's mailing vendor has supplied a cost for the custom addressing and mailing of 2,000 annual reports. The Department will provide an Excel data file of the addresses to receive the report. These addresses will be formatted and laser-jetted onto the back-cover mailing panel of the report. Postage is subject to the actual weight of the final report. We have provided costs for set up and addressing of the documents. Actual postage will be paid by the Department through the use of its bulk mailing rate number.

Press Conference Launch Event (Support Services): ASG will create materials to help promote and support an event to publicly launch the annual report. These materials will include a press release, an invitation (developed by ASG, printed and distributed by the Department), an event PowerPoint show, and a publicity poster. This budget assumes that the Department will organize and supervise the actual event. ASG will provide technical support, projection equipment and screen during the event.

Ms. Pamela Wilson
Page 3
February 16, 2005

ASG appreciates the opportunity to propose on this important project for the Department of Public Works. If you have any questions or need additional information, please contact me at 678-333-0304.

Sincerely,
ATLANTA SERVICES GROUP

A handwritten signature in black ink, appearing to read "Hill Baughman", with a stylized flourish at the end.

Hill Baughman
Operations Services

HHB/ses
Enclosure

Table 1 - Cost Breakdown

Scope Item	Engineer 5 \$100.13	Designer 4 \$92.22	Other Direct Costs
Concept Meeting			
ASG Labor		8	
Other Direct Costs			\$100.00
Copy Editing			
ASG Labor	40		
Other Direct Costs			\$50.00
Photography			
ASG Labor		16	
Stock Photograph Budget			\$1,000.00
Design and Layout			
ASG Labor		48	
Other Direct Costs			\$200.00
Print Supervision			
ASG Labor		4	
Mailing Services			
ASG Labor		4	
Outside Mailing Contractor			\$335.00
Launch Event			
ASG Labor	4	12	
Other Direct Costs			\$200.00
Total Hours	44	92	
Total Labor Cost	\$4,405.72	\$8,484.24	
Total Other Direct Costs			\$1,885.00
Total ASG Project Cost			\$14,774.96
Printing Cost			\$5,200.00
(revised 2-16-05)			